United States Department of Agriculture (USDA) eGovernment Program

Self Service "Reset My Forgotten Password" User Guide Level 1 Accounts

June 28, 2006
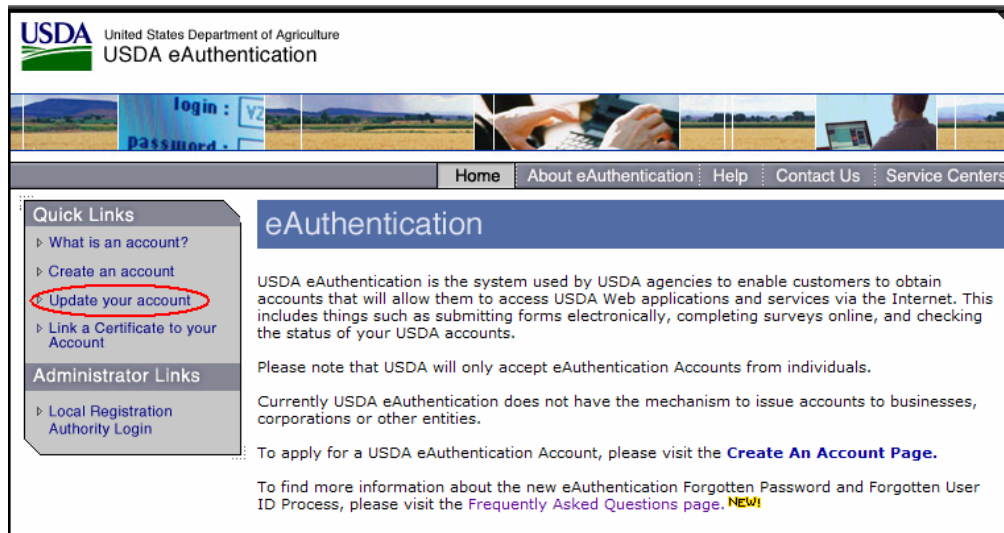
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1 Self-Service "Reset My Forgotten Password" – Level 1 Accounts

USDA eAuthentication Level 1 account holders can reset their forgotten passwords anytime without Help Desk assistance by using the simple self-service "Reset My Forgotten Password" feature**.**
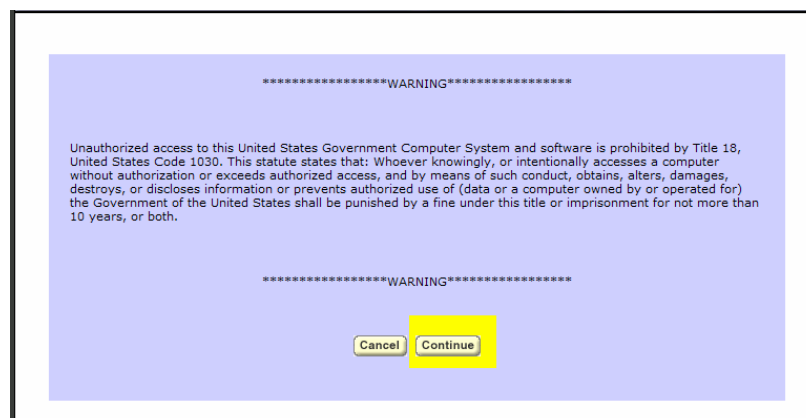
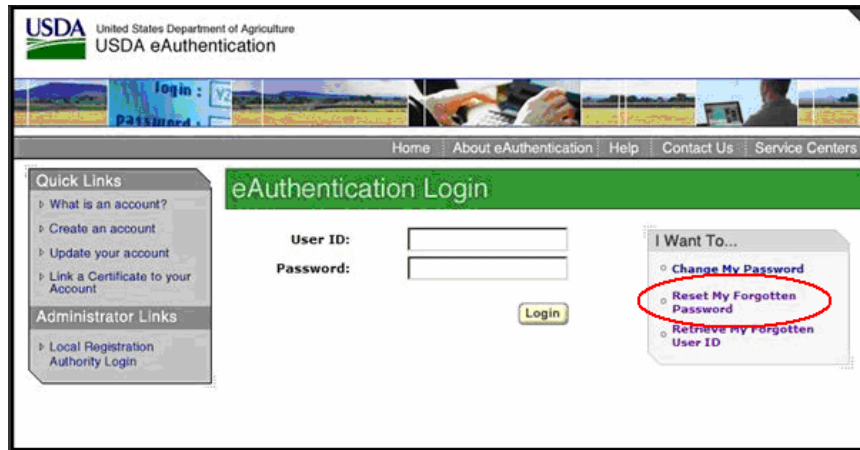Follow the steps below to reset your Level 1 forgotten password.

Step 1 - Go to: http://www.eauth.egov.usda.gov/

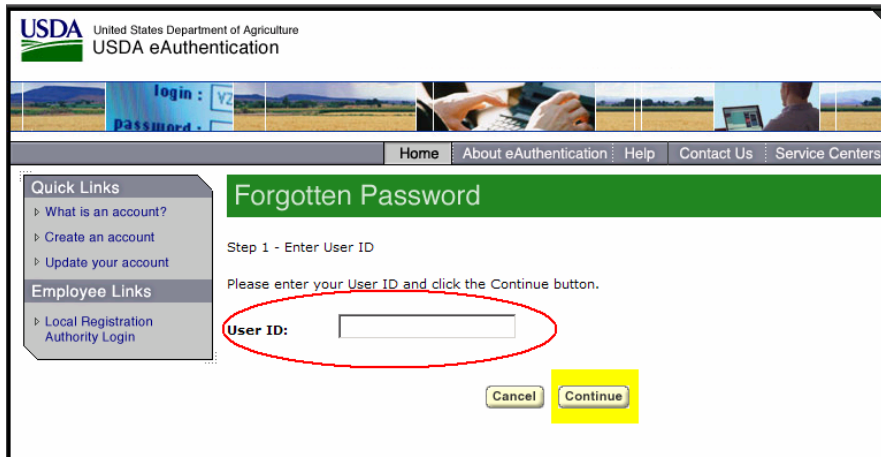**Step 2** - Click on **Update your Account**.

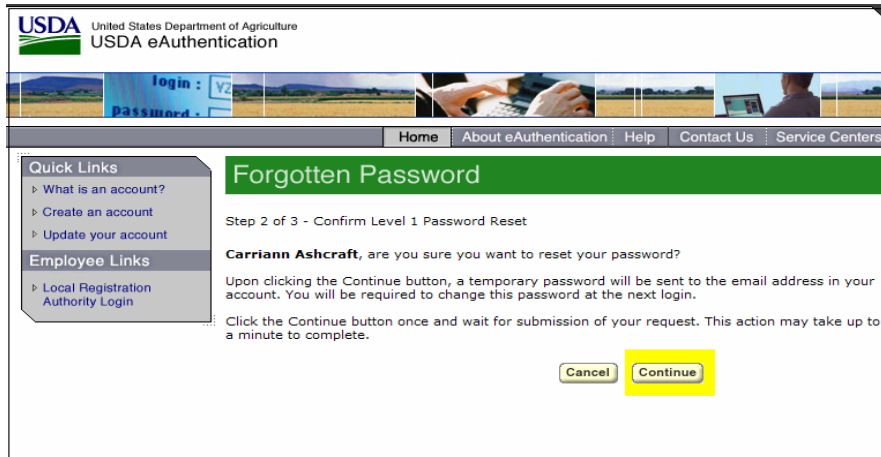**Step 3 –** Click **Continue** on the "Warning" page.

Step 4 - On the eAuthentication Login page, click on **Reset My Forgotten Password** located on the **I Want to…**menu**.**
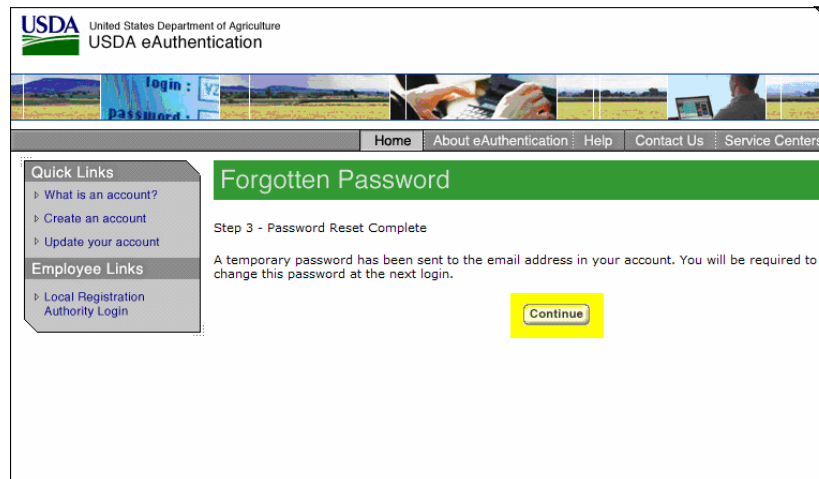

Step 5 – Enter your *User ID* and click **Continue**.

Step 6 – Click **Continue** and a temporary password will be sent to the email address in your account. Note: If the email address in your account is incorrect, you will not receive the temporary password. If you do not receive the email within 1 hour, contact the ITS Service Desk at 1-800-457-3642 or eAuthHelpDesk@usda.gov and request password reset.

Step 7 – Click **Continue** to complete this process. You will be required to change your temporary password at your next login.

2 Reset My Forgotten Password Technical Support

For further assistance, please review the eAuthentication FAQs or contact the ITS Service Desk at 1-800-457-3642 or eAuthHelpDesk@usda.gov.